

COMPLIANCE CHECKLIST**► Psychiatric Nursing Unit**

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II. A separate Checklist must be completed for each nursing unit.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) next to the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

X = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

E = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

W = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

Dates:

.....

Initial Date:

Facility Address:

Revision Date:

.....

Satellite Name: (if applicable)

DoN Identification: (if applicable)

.....

Satellite Address: (if applicable)

Bed Complement:

Current Number of Beds =

Proposed Number of Beds =

Project Reference:

Building/Floor Location:

.....

.....

.....

.....

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

___ Locked unit **or** ___ Unlocked unit

7.6.A ___ PATIENT ROOMS

- ▷ Extensive Construction
▷ New/Relocated Service

▷ Limited Renovations

7.2.A1 ___ 2 patients max. capacity
 per room

___ 2 patients max. capacity
per room

___ 4 patients max. capacity
per room

___ Vent. min. 6 air ch./hr

Lighting:

- ___ reading light for each bed
___ switch usable by patient
___ general lighting
___ night light

7.2.A2 Min. clear functional area
 ___ 120 sf single-bed
 ___ check if no single- bed
 room in project

Min. clear functional area
___ 100 sf single-bed
___ check if no single- bed
room in project

Power:

- ___ duplex receptacle on each
side of each bed
___ additional duplex receptacle
for each motorized bed
___ 1 duplex receptacle on
emergency power

___ 3'-0" clear bed
sides

___ 3'-0" clear at
foot of bed

___ 100 sf/bed multibed
___ check if no multibed
room in project

___ 3'-0" clear bed
sides

___ 4'-0" clear at
foot of bed

___ 80 sf/bed multibed
___ check if no multibed
room in project

___ 3'-8" clear at
foot of bed

7.2.A3 ___ Window in each patient room
 ___ safety glazing
 ___ security features

7.2.A6 ___ Closet/wardrobe for each patient

7.6.A5 Tamper-resistant patient room ceiling:
 ___ ceiling construction
 ___ lighting fixtures
 ___ ventilation fixtures
 ___ sprinkler heads

7.2.A5 ___ Toilet room
 ___ accessible without entering the general corridor
 ___ serves only one patient room
 ___ door cannot be locked from inside
 ___ tamper-resistant equipment & fixtures

___ Handwashing station

___ Vent. min. 10 air ch./hr (exhaust)

7.6.A6 tamper-resistant toilet room ceiling:
 ___ ceiling construction
 ___ lighting fixtures
 ___ ventilation fixtures
 ___ sprinkler heads

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**7.6.B ☐ SERVICE AREAS

- 7.6.B1 ☐ Secure storage for harmful belongings
- 7.2.B1 ☐ Administrative center or nurse station
☐ located for observation of traffic into nursing unit
- 7.2.B2 ☐ Dictation area
- 7.2.B3 ☐ Nurse's office
- 7.6.B6 ☐ Private charting facilities
☐ viewing window
- 7.2.B5 ☐ access to information/communication systems
- 7.2.B6 ☐ Staff toilet room(s)
- 7.2.B7 ☐ Staff lounge
☐ min. 100 sf
- 7.2.B8 ☐ Secure storage for staff personal items
- 7.2.B9 ☐ Multipurpose room
☐ located in **or** ☐ shared with other
nursing unit departments
- 7.2.B20 ☐ Patient/public toilet room conveniently accessible from
multipurpose room
- 7.6.B10 ☐ Exam/treatment rm:
☐ min. 120 sf **or** ☐ located on same floor as
☐ storage nursing unit
☐ writing surface **or**
☐ provides for privacy ☐ each patient room is
when door is open single-bed room
- 7.2.B11 ☐ Clean workroom: **or** ☐ Clean supply room (for
☐ counter holding of clean & sterile
☐ handwashing station materials from central
☐ storage facilities supplies area):
☐ storage facilities
- 7.2.B12 ☐ Soiled workroom:
☐ work counter
☐ space for holding soiled linen & solid waste
- 7.2.B13 ☐ Medication station:
☐ visual control from nurses station
- 7.6.B2 ☐ provisions for security against unauthorized access
- ☐ Medicine prep. room: **or** ☐ Self-contained medicine
☐ work counter unit:
☐ handwashing station ☐ security for
☐ refrigerator controlled drugs
☐ locked storage ☐ adequate lighting
☐ handwashing station
conveniently
accessible
- 7.2.B14 ☐ Clean linen storage

- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)

- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)

- ☐ Handwashing station
- ☐ Vent. min. 6 air ch./hr
- ☐ Min. 2 elect. duplex receptacles

- ☐ Vent. min. 4 air ch./hr

- ☐ Clinical flushing-rim sink
- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)

- ☐ Vent. min. 4 air ch./hr
- ☐ Emergency power/lighting

- ☐ Vent. min. 2 air ch./hr

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- 7.2.B15 ☐ Nourishment area:
☐ work counter
☐ storage cabinets
☐ refrigerator
☐ equipment for hot nourishment
☐ space for holding dietary trays
- 7.6B3 ☐ used by patients **or** ☐ not used by patients
☐ staff control of heating/cooking devices
- 7.2.B16 ☐ Ice machine
- 7.2.B17 ☐ Equipment storage room

☐ New/ Extensive Construction
☐ min. 10 sf/bed

☐ Limited Renovations
☐ room size unchanged or increased
- 7.2.B18 ☐ Stretcher/wheelchair storage
☐ out of the path of normal traffic
- 7.2.B21 ☐ Emergency equipment storage
- 7.2.B22 ☐ Housekeeping room on the nursing floor (may be outside the nursing unit)
- 7.6.B4 ☐ Stretcher/wheelch. storage (may be outside the unit)
- 7.6.B5 ☐ Showers & bathtubs:
☐ 1:6 bed ratio
- DPH Policy ☐ Inpatient and partial hospitalization day program:
☐ check if service not included in project
☐ total number used for compliance with following space requirements =
☐ number inpatients/outpatients per day
- 7.6.B7 ☐ Social Spaces:
☐ noisy activity/dining room(s)
☐ quiet activity room(s)
☐ min. combined area 40 sf/patient
☐ min. area each space 120 sf
- 7.6.B8 ☐ Group therapy space:

☐ GT separate room
☐ min. 225 sf

or

☐ max. 12 patients per day and
☐ quiet activity room min. 225 sf
☐ GT combined with quiet activity
- 7.6.B9 ☐ Patient laundry
- 7.6.B11 ☐ Consultation rooms min. 100 sf
☐ 1:12 patients ratio
☐ noise reduction min. 45 db
- ☐ Handwashing station conveniently accessible
☐ Vent. min. 4 air ch./hr
- ☐ Vent. min. 4 air ch./hr
- ☐ Service sink
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Vent. min. 10 air ch./hr
- ☐ Vent. min. 6 air ch./hr
☐ Vent. min. 6 air ch./hr
- ☐ Vent. Min. 6 air ch./hr
- ☐ Automatic washer/dryer
- ☐ Vent. min. 6 air ch./hr

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

7.6.B12

Therapy/multipurpose space:

- ☐ separate room **or** ☐ max. 12 patients per day
☐ min. 15 sf/patient ☐ noisy activity room meets
☐ min. 200 sf ☐ [7.6.B6] + 10 sf/patient
 ☐ noisy activity & therapy
 functions are combined
 within one room
☐ work counter, storage, and display

☐ Vent. min. 6 air ch./hr☐ Handwashing station

7.6.B13

☐ Conference/treatment planning room☐ Vent. min. 6 air ch./hr

7.6.C

☐ SECLUSION TREATMENT ROOM

- ☐ 1:24 psych. beds ratio
☐ Location allows direct staff supervision
☐ Restraint bed **or** ☐ No restraint bed
☐ min. rm area 80 sf ☐ min. rm area 60 sf
☐ Constructed to avoid patient injury
☐ Min. ceiling height 9'-0"
☐ Door
☐ min. door width 3'-8"
☐ door outswinging
☐ Observation window
☐ One-hour fire rated construction
☐ Anteroom

☐ Vent. min. 6 air ch./hr☐ Vent. min. 2 air ch./hr

7.28.B8

Tamper-resistant seclusion room ceiling:

- ☐ ceiling construction
☐ lighting fixtures
☐ ventilation fixtures
☐ sprinkler heads

7.2.A5

☐ Toilet room☐ Handwashing station☐ direct access from anteroom only☐ Vent. min. 10 air ch./hr (exhaust)

7.6.A6

☐ door cannot be locked from inside☐ tamper-resistant equipment & fixtures

tamper-resistant toilet room ceiling:

- ☐ ceiling construction
☐ lighting fixtures
☐ ventilation fixtures
☐ sprinkler heads

GENERAL STANDARDSDetails and Finishes

- Inpatient corridors
- | | |
|---|--|
| <input type="checkbox"/> New/Extensive Construction
<input type="checkbox"/> recommended corridor width 8'-0"
<input type="checkbox"/> min. corridor width 6'-0" (NFPA 101) | <input type="checkbox"/> Limited Renovations
<input type="checkbox"/> corridor width unchanged or increased |
|---|--|
- Staff corridors
- ☐ min. corridor width 5'-0" (7.28.A2)
- ☐ Fixed & portable equipment recessed does not reduce required corridor width (7.28.A3)
- ☐ Work alcoves include standing space that does not interfere with corridor width
- ☐ check if function not included in project
- Doors (7.28.A4-A8):
- ☐ doors to patient bedrooms min. 3'-8"w x 7'-0"h
- ☐ doors to other rooms used for stretchers or wheelchairs min. 2'-10" wide
- ☐ all doors are swing-type
- ☐ outswinging/double-acting doors for toilet rooms
- ☐ outsw./double-acting doors for bathing or privacy curtains off separate bathing suite
- ☐ doors to occupiable rms do not swing into corridors
- ☐ Operable windows (7.28.A9-A10):
- ☐ check if all windows are fixed
- ☐ window operation prohibits escape or suicide
- ☐ insect screens
- ☐ Glazing (7.28.A11):
- ☐ safety glazing or no glazing under 60" AFF & within 12" of door jamb
- ☐ safety glazing in recreation areas
- ☐ safety glazing (or curtains) in shower & bath enclosures
- ☐ Linen & refuse chutes min. int. dim. 2'-0" (7.28.A12)
- ☐ check if service not included in project
- ☐ Thresholds & exp. joints flush with floor surface
- ☐ Grab bars in all patient toilets & bathing facilities
- ☐ 1½" wall clearance
- ☐ 250 lb. capacity (7.28.A14)
- ☐ Handwashing sinks anchored to withstand 250 lbs.
- ☐ Vertical clearances (7.28.A20):
- ☐ ceiling height min. 7'-10", except:
- ☐ 7'-8" in corridors, toilet rooms, storage rooms
- ☐ sufficient for ceiling mounted equipment
- ☐ min. clearance under suspended pipes/tracks:
- ☐ 7'-0" AFF in bed/stretcher traffic areas
- ☐ 6'-8" AFF in other areas
- ☐ Noise reduction at patient rooms as per Table 7.1
- ☐ Floors (7.28.B4):
- ☐ floors easily cleanable & wear-resistant
- ☐ non-slip floors in wet areas
- ☐ wet cleaned flooring resists detergents
- ☐ Walls (7.28.B6):
- ☐ wall finishes are washable
- ☐ smooth/water-resist. finishes at plumbing fixtures

Mechanical (7.31.D)

- ☐ Mech. ventilation provided per Table 7.2
- ☐ Exhaust fans located at discharge end
- ☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes
- ☐ Contaminated exhaust outlets located above roof
- ☐ Ventilation openings at least 3" above floor
- ☐ Central HVAC system filters provided per Table 7.3

Plumbing (7.31.E)

- Handwashing station equipment
- ☐ handwashing sink
- ☐ hot & cold water
- ☐ single lever or wrist blades faucet
- ☐ soap dispenser
- ☐ hand drying facilities
- Sink controls (7.31.E1):
- ☐ wrist controls or other hands-free controls at all handwashing sinks
- ☐ blade handles max. 4½" long
- ☐ blade handles at clinical sinks min 6" long
- ☐ Non-slip walking surface at tubs & showers

Electrical (7.32)

- ☐ All occupied building areas shall have artificial lighting (7.32.D2)
- ☐ Duplex, grounded receptacles max. 50 feet in corridors, max. 25 feet from end wall (7.32.E3)
- ☐ Emergency power (7.32.H)
- ☐ emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110
- ☐ emergency power source provided with fuel capacity for continuous 24-hour operation